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70-2685

29 JUN 1970

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Inspector General's Survey of the
Office of Computer ServicesREFERENCE : Memorandum from Deputy Director
for Support dated 18 June 1970;
same subject

1. This memorandum is for information only. It is in response to reference and pertains to Recommendation No. 3 of the Inspector General's survey of OCS.

2. In the handling of Office of Security careerists assigned to the SIPS Task Force, this Office has always considered the utilization of such personnel in a manner advantageous to both the employee and the Agency. In addition, the career relationship between OS personnel assigned to SIPS and the OS Career Service has continually been emphasized.

3. In selecting Office personnel for SIPS assignment, candidates have been accepted only on a voluntary basis with the understanding that a basic requirement for such assignment is an expressed interest in the field of automatic data processing. No Office of Security personnel have been detailed to SIPS on a directed assignment basis, nor has any OS careerist desirous of reassignment to an Office of Security component from SIPS been denied such a request.

4. Potential candidates for SIPS assignment are interviewed by the Chief, Information Processing Branch, Office of Security, who explains in each case the objectives of the SIPS Task Force and the type of duties involved in SIPS assignment. A condition to SIPS assignment is agreement to serve a two year tour, at the end of which the assignee has the

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Excluded from automatic
downgrading and
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option of extending or being reassigned within the Office of Security. Extension is dependent upon the desire of the employee, the concurrence of the Director of the Task Force, and the career needs of the Office of Security. OS candidates for SIPS assignment are told that should their potential work with the Task Force influence their career desires to the point of orienting the latter completely to the ADP field, at the conclusion of their two year assignment they may seek a change in career service designation.

5. The fact that Task Force assignees are OS careerists is emphasized from the moment they are interviewed for possible assignment to SIPS. All are told that their detail to the Task Force in no way affects their membership in the OS Career Service. The assignment is identified as a Support Directorate effort to develop an information system in response to the needs of the Office of Security and other DDS components. Assignees are specifically advised that they may on a continuing basis, despite their physical separation from OS components, consult regularly with the Chief, Information Processing Branch and the Chief, Executive Staff for the purpose of discussing personal, career, and personnel problems relative to their Agency employment. The Chief, Information Processing Branch is continually monitoring the progress of OS assignees to the SIPS Task Force with a view toward recommending any necessary personnel action for OS Career Board consideration; on a continuing basis he invites all OS SIPS assignees to attend his periodic staff meetings, at which such SIPS assignees are continually informed of Office of Security activities of general interest to Security careerists. In addition these periodic meetings provide a basis for exchanging information of mutual interest concerning SIPS progress and Office of Security ADP plans.

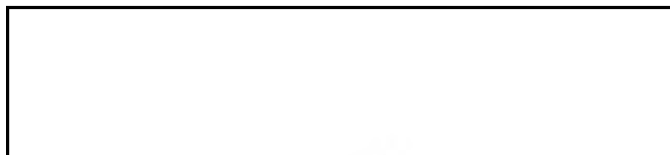
6. Concerning the career development and promotion possibilities of our SIPS assignees, it should be noted that at the time of their interview as potential candidates, each is informed that acceptance of a SIPS assignment will neither insure a promotion nor diminish in any way his possibility of being promoted. OS SIPS assignees are well aware that they are considered with their contemporaries for promotion, whenever the OS Career Board considers promotions at a given grade level. Of the three professional OS assignees to the SIPS Task Force at the present time, one has been promoted since his assignment to SIPS. OS SIPS assignees are also aware of the potential contribution to their career development afforded by a two year assignment to the Task Force. All are interested in ADP

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techniques, have pursued special ADP oriented training courses, and understand the value of the experience being gained in this assignment. They recognize it as an asset to themselves and to their usefulness to the organization.

7. I am particularly proud of the Office of Security careerists currently assigned to the SIPS Task Force. I believe that they have a favorable and positive approach to their current duties. I am more than satisfied with their performance and believe they will continue to contribute to the Support Directorate's information processing activities and to the effective application of ADP techniques to our operations. I do not believe that the "low morale" mentioned in the Inspector General's report applies to our current OS detailees. Earlier this year all three voluntarily agreed to extend their SIPS assignment to the latter half of Calendar Year 1971.



Director of Security

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